

[Under DOM, Chapter 5, Article 52 is relocated in its entirety to current unassigned Article 49 with Sections 54090.1-54090.14 being renumbered 54060.1 - 54060.14. Article 52 is now reserved for *Inmate/Parolee Request for Interview, Item or Service*]

CHAPTER 5

ARTICLE 49 - INMATE CLOTHING AND LAUNDRY EXCHANGE SERVICES

Effective January 8, 1990

54060.1 Policy

The Department shall provide and maintain a basic issue of clothing for all inmates that shall enable them to present a neat and acceptable appearance in their assignment and leisure time activities.

54060.2 Purpose

This section establishes the procedure for the issue, exchange, replacement, and laundry of clothing and linen.

54060.3 Initial Budgeted Complement

Clothing and bedding provided to inmates shall be limited to the styles and types approved for Prison Industry production. Other clothing requirements shall be acquired through the normal purchasing process. Funds shall be budgeted to provide a complement of clothing items on an initial and replacement basis.

54060.4 Male Reception Center Clothing

Updated February 2, 2011

Male inmates being processed upon reception to the Department shall be issued quantities of clothing in accordance with items detailed in DOM 54060.6. Green outer clothing may be issued in lieu of regular blues.

- Inmates have the option of sending personal clothing in their possession upon arrival at the reception center to:
 - Family or friends at their own expense.
 - Donating the clothing to the institution.
 - Donating the clothes to a charitable organization.

54060.4.1 Female Reception Center Clothing

Updated February 2, 2011

Female reception center inmates shall be issued quantities of clothing in accordance with the items detailed in DOM 54060.6.1. Personal clothing may be worn in lieu of institutional-issued clothing.

- Female inmates upon arrival at a reception center for processing have the option of retaining three sets of personal clothing consisting of pants and tops or dresses. Lettering, pictures or logos on clothing is not permitted except manufacturer's logo.
- Excess personal clothing, at the inmate's option, shall be:
 - Sent to family or friends at inmate's own expense.
 - Donated to the institution.
 - Donated to a charitable organization.

54060.4.2 Basis for Budgeted Clothing at Reception Centers

- Shoes, socks, and underclothing shall be budgeted on the number of cases processed, while other items of clothing shall be based on the average daily population.

54060.5 Special Clothing

Special clothing shall be provided for all workers who have assignments that require either distinctive clothing or protective clothing, such as culinary, medical/dental, gym, conservation camps and maintenance assignments. When special clothing is required, it shall be purchased from the operating expense allotment of that particular activity.

54060.5.1 Transportation Clothing

During interdepartmental transportation of male inmates, red, one-piece coveralls shall be provided by the transportation unit on an exchange basis with the respective institutions. Female inmates shall be provided two-piece orange jump suits for interdepartmental transfer by the transportation unit. Inmates shall wear their regular issue shoes, socks, underclothes, T-shirts and may take one handkerchief.

54060.5.2 Court Clothing

Inmates appearing in court shall be dressed in clean, blue denim or khaki chambray shirts and trousers unless otherwise ordered by the court (male and female).

54060.5.3 Release Clothing

Inmates shall be encouraged to supply all or a portion of their release clothing. An inmate may have clothing at home to wear upon release preferable to state-issued clothing. Additionally, the inmate's family or friends may be able to supply clothing for release. These possibilities shall be explored with the inmate by institutional staff.

Institutions may offer alteration services for privately furnished release clothing.

State-issued release clothing shall be kept to a minimum. State-issued release clothing shall be charged against the inmate's release allowance.

54060.5.4 Reentry Clothing

Prior to an inmate's transfer to a reentry program, the sending institution shall provide appropriate dress-out clothing in keeping with the inmate's reentry program needs.

54060.5.5 Special Altered Clothing

Updated February 2, 2011

For inmates that require specially made clothing, non-medical, the captain, or designee shall submit a written request for the clothing to the clothing distribution supervisor. For inmates requiring clothing modification for medical reasons, the CMO shall initiate the request. Informational copies of the requests shall be distributed to linen issue, laundry supervisor and the warehouse manager. The item restriction (DOM 54060.6) shall not apply to specially altered clothing.

54060.6 Standard Clothing Issue for Male Inmates

Revised May 27, 1992

The minimum standard clothing complement for male inmates, including initial issue, is as follows:

- Three pair jeans, blue denim
- Three shirts, blue chambray
- Four T-shirts, white
- Six pair socks, stretch
- Four pair shorts
- One jacket, blue denim
- One belt, web
- One pair work shoes
- Two sheets
- One pillow case
- Two blankets
- Two towels

No lettering or pictures, exclusive of manufacturer's logos.

Inmates assigned to special jobs (e.g., dairy, garage, and plumbing) may be allowed to have extra clothing, extra exchange, or both, as determined by the Warden.

54060.6.1 Standard Clothing Issue for Female Inmates

Revised May 27, 1992

Female inmates may wear their personal clothing rather than their state issued clothing. The minimum standard clothing complement for female inmates, including initial issue, is as follows:

- Three blouses/T-shirts
- Three pair slacks
- Three bras (complement each six months)
- One dress (muu-muu)/robe/duster
- One coat
- Five panties (complement each six months)
- One nightgown
- One pair work shoes

- Six pair socks
- Two sheets
- One pillow case
- Two towels
- Two blankets

No lettering or pictures, exclusive of manufacturer's logos.

54060.6.2 Nylon Jacket and Liner

In addition to the denim jacket, a nylon cloth jacket and liner may be provided for inmates who are required to work out-of-doors in inclement weather on a regular basis.

54060.7 CDC Form 176 Clothing Record Card

All clothing issues shall be posted on a CDC Form 176, Clothing Record Card. The CDC Form 176 shall be retained in the clothing room. Inmates shall be held accountable for all issued clothing.

54060.7.1 New Arrivals - Male Inmates

When entering an institution, each male inmate shall be issued by the institution's receiving and release (R&R) staff the following:

- One shirt.
- One pair blue jeans.
- One pair shorts.
- One T-shirt.
- One pair socks.
- One pair shoes.
- Two sheets.
- One pillow case.
- One towel.
- Two blankets.

The R&R sergeant shall send the clothing room a laundry slip with the inmate's name, number, and the size of clothing needed in addition to the new arrival issue.

54060.7.2 Initial Clothing Issue ("Fish" Bundle)

Updated February 2, 2011

Upon receipt of a laundry slip, the clothing room shall issue new arrivals a "fish" bundle. The bundle shall bring each inmate's complement of state-issue clothing up to standard issue as outlined in DOM 54060.6.

54060.7.3 New Arrivals - Female Inmates

Updated February 2, 2011

The Associate Warden, Business Services, or designee shall establish the schedule and location of exchange for all clothing and linens.

A new female inmate arrival will be provided state issue clothing up to the maximum allowable in DOM 54060.6.1 that was not received during reception processing.

54060.8 Clothing and Linen Exchange

The following clothing and linen exchange shall be provided to inmates each week and shall be limited to a one-for-one laundry exchange:

- Two shirts/two blouses.
- Two pairs jeans/two pairs slacks.
- Three T-shirts.
- Three undershorts/three panties.
- Two sheets.
- One pillow case.
- Three pairs socks.
- Two towels.

54060.9 Damaged/Worn Out Clothing or Linen

Inmates and correctional employees shall not dispose of damaged/worn out clothing or linen. These items shall be returned to the clothing room. All items deemed repairable shall be repaired and reissued. Non-repairable items shall be set aside for "rag" usage or discarded at the discretion of the clothing room supervisor. Exchanges shall be recorded on CDC Form 176.

54060.9.1 Issue or Exchange of Shoes/Boots

The Department has established the issuance of serviceable used shoes/boots to inmates on an as-needed basis. The clothing room supervisor shall personally review all requests and make a determination on whether to issue replacement. If the supervisor does not have a pair of serviceable used shoes/boots in the requested size, they shall issue from new stock to the inmate concerned.

54060.9.2 Orthopedic Shoes

For inmates requiring orthopedic shoes, the institution physician shall provide written approval, by a CDC Form 128-C, medical chrono, specifying the type or variance needed. The chrono and copies shall be distributed to the inmate, clothing distribution, medical file and C-File.

54060.9.3 Mattress Exchange

All mattresses shall meet construction and flammability standards established for PIA products. Damaged or worn out mattresses shall be taken to the designated location during established hours of exchange. The Associate Warden, Business Services, or designee shall establish the schedule and locations for the exchange. Unit/program staff shall inspect all mattresses periodically for replacement.

54060.9.4 Blanket Exchange

Blankets that have been soiled or worn out shall be exchanged, one-for-one, at the designated location and pursuant to an established schedule. Exchange shall be bi-annual or on an as-needed basis upon approval by correctional staff.

Inmates having a documented allergy to wool shall be issued a thermal cotton blanket. The institution physician shall provide a CDC Form 128-C, medical chrono, confirming the allergy. The CDC Form 128-C shall be distributed to the C-File, medical file, clothing room supervisor and inmate. Exchange shall be on an as needed basis.

54060.9.5 Contaminated Inmate Clothing and Bedding

State-issued/personal clothing, linen, pillows, mattresses and blankets which have become contaminated shall be placed in a marked "contaminated" plastic bag or container and taken directly to a designated location for proper decontamination or disposal.

54060.9.6 Shortages

Inmates shall account for their issued clothing and bedding. If a shortage occurs, through no fault of the inmate and verified by correctional staff, the short items shall be replaced.

- Inmates who have lost issued clothing and bedding shall notify unit staff who shall issue a replacement slip to the clothing room. A CDC Form 193, Trust Account Withdrawal Order, shall be prepared for replacement costs and submitted with the replacement slip.

54060.9.7 Excess Clothing

Inmates may possess only those items of state clothing and linen that have been issued and items of personal clothing authorized and acquired in accordance with departmental procedure. Excess items of state clothing and linen shall be confiscated by correctional staff and returned to the clothing room for reissuing.

54060.9.8 Altered Clothing and Linen

Inmates shall not alter state-issued clothing or linen in any manner without specific authority to do so. If regular issue clothing does not meet a special need because of physical problems, the institution medical officer may authorize special issue.

- Inmates shall not alter their own or another inmate's personally owned clothing in any manner that would change its characteristics or style from that approved for its acceptance into the institution.

54060.10 Rags

All linens and underwear (T-shirts and shorts) that are declared beyond repair or usage by the institution clothing room supervisor shall be used as rags. The laundry room personnel shall dye these yellow. Any inmate having in their possession torn clothing or linen that is not dyed shall be subject to disciplinary action.

- Deliberate destruction of state-issue property shall result in a CDC Form 115, Rules Violation Report, being submitted.

54060.11 Special Housing Clothing

Inmates housed in special housing units who are unable to go to the laundry room shall exchange clothing and linen in their respective unit. Correctional staff shall prepare a clothing/linen exchange list with the size requirements to meet the needs of the inmates. Once clean linen and clothing is received, the unit staff shall exchange on a one-for-one basis according to the unit's pre-arranged schedule.

54060.12 Departing Inmates

All inmates departing an institution (i.e., transferred, paroled, and discharged) shall return their complete clothing and linen issue to receiving and release (R&R). The only exception may be items that may be needed for overnight; and these items shall be returned to R&R prior to departure. All items returned shall be posted on CDC Form 176, Clothing Record Card. R&R shall return all items collected to the laundry.

- Special housing inmates' release check-out shall be completed in their units.

54060.13 Revisions

Updated February 2, 2011

The Director, Division of Adult Institutions, or designee shall ensure that the contents of this section are current.

54060.14 References

PC §§ 2084, 5054, and 5058.

CCR (15) (3) §§ 3011, 3030 - 3033.

ACA Standards 2-4260 - 2-4267.

CHAPTER 5

Article 52 – *Reserved (Inmate/Parolee Request for Interview, Item or Service)*